

APPENDIX F

CHECKLIST OF <u>GENERAL REQUIREMENTS</u> FOR CDBG APPLICATIONS FOR FY2008 PUBLIC FACILITIES PROJECTS

The following is a checklist for CDBG applicants for public facilities projects to make sure that all of the applicable 2008 *General Requirements* have been addressed. This is not an outline for the organization or format of an application -- see *Appendix D (Section B)* for the CDBG Application Format. Whenever possible, applicants should address the General Requirements in their response to an appropriate ranking criterion to avoid unnecessary duplication. (See *Appendix G* concerning the *Special Requirements*.)

Appendix F, when completed, must be part of your application. The left-hand column on the form below must be filled out, as applicable, by local government grant applicants.

Applicants must cite the page reference in their application where the *General Requirements* are addressed in your application.

The two right-hand columns inform applicants where the General Requirements (middle column) are addressed in the *Public Facilities Application Guidelines* and in the *Uniform Application for Montana Public Facility Projects* (Fifth Edition, October 2005).

Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u>	<u>GENERAL REQUIREMENTS</u>	Page Reference in <u>CDBG Public Facility Application Guidelines</u>	Page Reference in <u>Uniform Application for Public Facility Projects</u>
	Completion of the <i>Uniform Application for Montana Public Facility Projects</i>	Introduction (page i), Appendix D (D-1 through D-6)	See <i>Uniform Application</i> instructions (1-2, 4-5, 14-30)
	Project Objectives: Show that the project is consistent with <i>CDBG's primary objective</i> .	2, 36 and Appendix B	
	Project Objectives: Describe one <i>national</i> objective and one <i>state</i> objective most appropriate and pertinent to the project.	2, 35, 36-37 and Appendices B and C	
No Response Required	Project Categories	2-4, 14	
	Eligible Activities	4	
No Response Required	Application Deadlines	4	
No Response Required	Grant ceilings	5	
No Response Required	Distribution and Allocation of Funds	5 -7	
No Response Required	Eligible Applicants	9-11	
	Resolution of Support from Certified Regional Development Corporation	22-23	

Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u>	<u>GENERAL REQUIREMENTS</u>	Page Reference in <u>CDBG Public Facility Application Guidelines</u>	Page Reference in <u>Uniform Application for Public Facility Projects</u>
	Applications <i>submitted on behalf of:</i> ~ a <i>non-profit organization (or)</i> ~ a <i>for-profit entity (or)</i> ~ a <i>public agency.</i>	10-11, 21-22, 51 (#9), 64, 69-71, 80, 82, 84 and Appendix N	
	Number of Applications Permitted per Applicant	11-12	
	Re-application and Spend Down Requirements for Previous Grant Recipients	12-13	
	Number of Grant Awards Permitted per Jurisdiction	12-13	
	Budget and Budget Justification: ~ Budget Form, ~ Funding Strategy Narrative and ~ Budget Justification	79, 49(#6), 51(#6), 48, 69, 83 and Appendix D (D-4, D-5, D-6)	15-23, 33-36, 43-44, 47, 55
	Local Match (or Match Waiver Request)	61-63	
	Project Management Plan And Project Implementation Schedule	49, 79, 82 and Appendix M	
	Resolution to Authorize Application	Appendix O	
	Maps and Site Location Description	Appendix P	46-47, 48-49, 53, 57
	Certifications for Application	Appendix Q	
	Program Income	81, 85, Appendix R	
	Environmental Considerations: Addressing Environmental Issues and Completing Uniform Environmental Checklist	40, 49, 53- 54, 80, 83-84	46-47, 48-49, 53, 56-60, 61-68
	Displacement, Relocation	80, 84	
	Acquisition	80, 84	
	Preliminary Engineering Report (PER)	38-39, 45, 48-49	45-55
	Preliminary Architectural Report (PAR)	39, 44, 50-56, Appendix S	
	Capital Improvements Plan (CIP)	17-19, 34-35, 58	
	Target Rate Analysis or Gap Analysis	65-68, Appendix I	5, 17, 24
	Coordination with TSEP (Treasure State Endowment Program)	19-20	
	Procurement of Services	85	